

# **JAMAICAN CANADIAN ASSOCIATION**

## **POSITION DESCRIPTION**

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<b>TITLE:</b>	Capital Campaign & Special Events Co-ordinator
<b>REPORTING TO:</b>	Executive Director
<b>RESPONSIBILITIES:</b>	The Co-ordinator is responsible for the planning and execution of special events (fundraising and of a community relations nature) and the liaison and planning with all community groups sponsoring fundraising activities on behalf of the Jamaican Canadian Association.
<b>EXPERIENCE:</b>	Special events and fundraising (Capital Campaign experience an asset) in a not-for-profit organization or related experience in fundraising and events planning in a public relations or corporate setting.
<b>SKILLS REQUIRED:</b>	A high degree of organization; ability to work independently and with volunteers; create and implement budget control for each event; execute critical path which identifies and completes all details for each function; knowledge of marketing, ticket selling, sponsorship, raffles, etc.; ability to publicize events internally and externally; excellent writing and verbal skills; computer literate, experience with PageMaker an asset.
<b>OTHER REQUIREMENTS:</b>	Flexibility of time, especially evenings for meetings with volunteers and week-ends when most events occur is critical. Transportation an asset (to transport materials, etc. as required).

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**Position Description**  
**Capital Campaign & Special Events Co-ordinator**  
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- RESPONSIBILITIES:**
- \* manage all aspects of current established and proposed events :
    - Golf Tournament
    - Wonder Run/Walk-A-Thon
    - Pasta Fest
    - Celebrity Breakfast, Bar-B-Que & Dinner
    - Mall Displays
    - Organization Open House
  - \* develop, oversee and manage all events/fundraising activities for the Capital Campaign.
  - \* attend planning meetings for each event
  - \* establish income and expense budgets for approval and monitor budgets for each event.
  - \* create detailed critical path to achieve event deadlines.
  - \* write and produce all solicitation and follow-up letters and correspondence to potential sponsors, suppliers and attendees.
  - \* undertake sponsorship requests where appropriate.
  - \* act as a liaison with suppliers, printers, etc.
  - \* assist with other fundraising activities as requested.
  - \* prepare updated reports on events for Board meetings.
  - \* evaluate and report recommendations on events.